



State of Tennessee Supplier Onboarding Guide Updating Your Edison Profile

Supplier accounts are necessary for payment transfers, online bidding, and receiving bid invitations. This guide is intended to assist Suppliers in updating and maintaining their Edison Profile. Keeping information up to date is crucial to receiving bid invitations and doing business with the State.

CONTENTS

GETTING STARTED	2
PASSWORD AND USER ID ASSISTANCE	4
CHANGE OR ADD EMAIL ADDRESSES.....	6
CHANGE A SUPPLIER PAYMENT ADDRESS.....	6



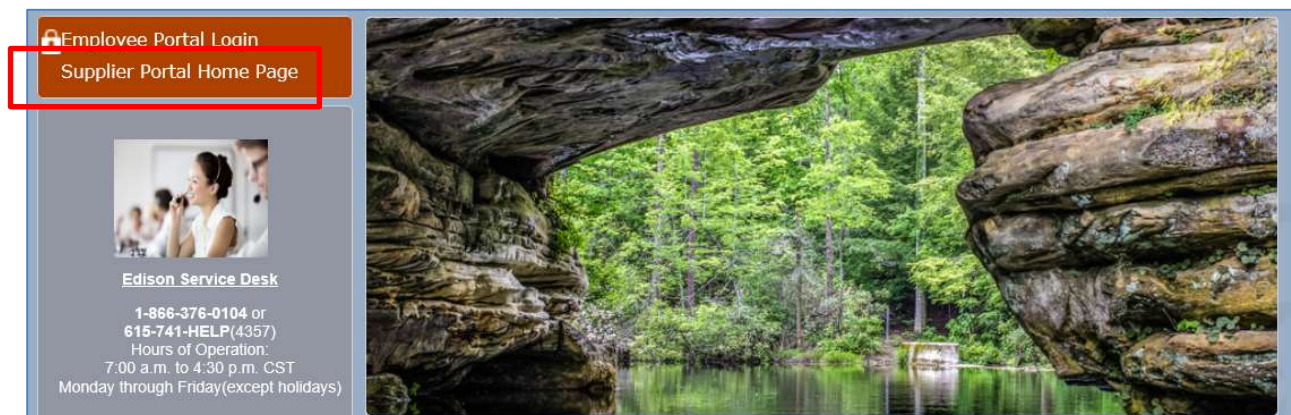
GETTING STARTED

Maintaining an up-to-date system profile allows you to receive bid notifications. Start by logging on to the State of Tennessee's Edison Supplier Portal website:

https://sso.edison.tn.gov/psp/paprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST

Note: Internet Explorer and FireFox are recommended web browsers. Users may experience issues if using Google Chrome.

1. Click on the **"Supplier Portal Home Page Link"** in the top left corner of the page.



2. Click on the “**Sign In**” link to access your Edison profile (see below).

The screenshot shows the Tennessee State Government Edison Supplier Portal. The header features the TN logo and the text "Tennessee State Government". Below the header, there are two main columns. The left column contains an announcement about updating supplier commodity codes, with links to "Instructions to Update Supplier Commodity codes" and "Supplier Commodity Codes Spread Sheet". It also includes a note about not using Google Chrome. Below this is a table of events with columns for "Event Name", "First", "1-14 of 14", and "Last". The table lists events such as "Dairy Products and Juice - York Institute", "Digital X Ray Maintenance", "Fall Creek Falls - Trash Pickup", "Fire Truck", and "Ice Cream - York Institute". The right column contains a welcome message, a link to "Sign In" (highlighted with a red box), and a list of instructions for doing business with the State of Tennessee, including registering as a supplier and ensuring a completed IRS-W9 Form is attached. It also provides contact information for international bidders.

TN Tennessee State Government

Announcement: Update Supplier Commodity Codes

[Instructions to Update Supplier Commodity codes](#)

[Supplier Commodity Codes Spread Sheet](#)

Please do not use *Google Chrome* when using the Edison Supplier Portal. Under this browser, you will see issues with how pages are displayed and uploading documents. Please use either *Mozilla Firefox* or *Internet Explorer*. We apologize for this inconvenience.

Events Personalize | Find | First 1-14 of 14 Last

Event Name▲
Dairy Products and Juice - York Institute
Digital X Ray Maintenance
Fall Creek Falls - Trash Pickup
Fire Truck
Ice Cream - York Institute

Welcome to the Edison Supplier Portal.

This is the central access point for our suppliers and business partners to view valuable information related to conducting business with us. In addition, active suppliers and business partners may also log in to our secure system from this portal to access current transaction information for their accounts.

Do you have an existing Edison Access ID?

Click on **Sign In** to log in to the Edison Supplier Portal.

Looking to do business with the State of Tennessee?

To do business with the State of Tennessee, you MUST:

1. [Register as a Supplier](#)
 - [Instructions to Register](#)
2. Ensure that a completed [IRS-W9 Form](#) is attached to your registration.
3. (optional) Fill out a [Direct Deposit Authorization Form](#) to have payments conveniently deposited into your bank account automatically.

If you have a Supplier ID and need new or additional Edison Access IDs, click [Create New User Accounts](#). Your Tax Identification Number is required.

For international bidders, please contact Supplier Maintenance at 615-741-9745 or email Supplier.Maintenance@tn.gov.

3. Enter your **User ID** and **Password**.

Note: the system may not respond to User ID and Passwords that are copied and pasted in the system. Passwords expire every 90 days.

The screenshot shows the "Sign In:" page of the Edison Supplier Portal. It prompts the user to "Enter your Access ID." and provides a text input field for the "Access ID:" (highlighted with a red box). Below the input field is a "Continue" button. At the bottom, there is a link that says "Where do I enter my password?".

Sign In:

Enter your Access ID.

Access ID:

[Where do I enter my password?](#)

The screenshot shows the "Sign In:" page of the Edison Supplier Portal, specifically the password entry section. It prompts the user to "Please enter your password" and provides a text input field for the "Password:" (highlighted with a red box). Below the input field is a "Continue" button. At the bottom, there are links for "Why do you have a security image?", "Not your image and phrase?", and "Forgot your password?".

Sign In:

Please enter your password

Password:

[Why do you have a security image?](#)

[Not your image and phrase?](#)

[Forgot your password?](#)

4. At the top left side of the screen above the State's logo, click on the **"Main Menu"** drop down arrow.



5. Click on the **"My System Profile"** link.



You are now able to make adjustments to your profile. The following instructions are designated for system profile changes.

PASSWORD AND USER ID ASSISTANCE

Password Reset: Contact the *Edison Help Desk* at **(615)741-4357**

User ID assistance: Contact the *Central Procurement Office* main number at **(615)741-1035**

Password and Security Changes: click on the link under the **"Password"** header.

*Suppliers can change their security image, security phrase, email address, security challenge questions and answers, and password by clicking the appropriate link.

Password

[Change Password, Challenge Questions, Security Image or One-Time Password email](#)

Personalizations


My preferred language for PIA web pages is: English
My preferred language for reports and email is English
Currency Code USD
Default Mobile Page

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.
Alternate User ID
From Date (example: 12/31/2000)
To Date (example: 12/31/2000)

Suppliers will want to save their work frequently to avoid losing information already entered in the Edison system. Saving your work every 20 minutes is recommended to avoid the system timing out. Please note the security image and security phrase in the images below. After changes are made to your profile, remember that the page may look different the next time you log in.

User Preferences
Use the links below to change your user preferences.



Your personal security image

Your personal security phrase

[Learn more about your personalized security image and phrase](#)
[Click here to change your image and phrase](#)
[Change your security challenge questions and answers](#)
[Change one-time password email address](#)
[Change your password](#)

Click the Save button to store changes to your User Preferences

CHANGE OR ADD EMAIL ADDRESSES

To add a new email address to your Edison profile, click on the “+,” use the drop down arrow under “**Email Type**” header to select Business or Individual, and enter the new email address. To change the “**Primary Email Account**”, check the appropriate box that corresponds with the email address selection.

Note: There can only be one (1) primary email account. The primary email account will receive emails about solicitation opportunities. It is recommended to use a generic company email as the primary email address to reduce disruptions in communication if someone leaves the business.

The screenshot shows a web interface for managing email addresses. At the top, there's a header with 'Email' on the left and navigation links 'Personalize | Find | [icon] | [icon]' on the right. Below the header is a table with three columns: 'Primary Email Account', 'Email Type', and 'Email Address'. The first row has a checked checkbox, 'Business' in a dropdown menu, and an empty text field. The second row has an unchecked checkbox, an empty dropdown menu, and an empty text field. To the right of each row are '+' and '-' buttons. At the top right of the table area, there are pagination controls: 'First', '1-2 of 2', and 'Last'.

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	
<input type="checkbox"/>		

CHANGE A SUPPLIER PAYMENT ADDRESS

Contact Supplier Maintenance at (615)741-9745 and/or Supplier.Maintenance@tn.gov

Registered Suppliers with the State of Tennessee may receive email notifications for current bids by registering for specific commodity codes in Edison. For further instructions, please refer to the “Instructions to Update Supplier Commodity Codes” job aid located in the link below and found in Edison.

https://upk.edison.tn.gov/esupplier/Supplier_UNSPSC_Job_Aid.pdf

CHANGE OR ADD A CONTACT

To add or change a contact, while logged into the supplier portal, navigate to the main menu in the top left corner of the page, then click Supplier> Maintain Supplier Information> Contacts.

Click edit on a contact to change the information. It will open another menu from which you can change the name, number, and email address for that contact.

To add another user, at the bottom of the page click add a new contact. This will open a new menu from which you can add a new person's name, telephone, and other information that would be useful in identifying this person as a contact.

Main Menu > Supplier > Maintain Supplier Information > Contacts

TN Tennessee State Government

Maintain Contacts

Current Contacts

State of Tennessee

Current Contacts

1-23 of 23

Description	Name		
Sourcing Account Specialist	Sharon	Edit	Delete
Director of Learning and Devel	John	Edit	Delete

Add a New Contact

This is the menu that comes up when you click on edit or add. Add all contact information and then click Save.

Supplier Contacts ×

Maintain Contacts

Contact Information

State of Tennessee

Description

Name

Email ID

URLID

Location

Role

Status

Active

Telephone Information

1-1 of 1

*Type	Prefix	Phone	Ext	
Business Phone				Add Delete

[Return to Contact List](#) [Future Contacts](#)

Save